

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – FACILITIES AND CONSTRUCTION

BASIC FUNCTION:

Under the direction of the Director III-General Services, plan, organize and direct facility-related and school building operations, including new construction, modernization and renovation projects; assist school districts in facility planning and redevelopment coordination; develop, review and approve facility leases for school sites operated by the County Office of Education; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

[REDACTED]

AHERA surveys for SCCOE schools as required.

Communicate with other administrators, personnel and outside organizations to coordinate activities and

long-term facilities planning; provide representation to government and regulatory agencies in facility related matters.

Prepare and maintain a variety of records and reports related to facilities and construction department operations, including operation and maintenance records, asbestos survey reports and others; submit to appropriate personnel or department as required.

Determine need and timing of facility repair, improvement and replacement; determine facility project

- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business or public administration or related field